

[Your Name]  
[Your Address]  
[City, State, Postcode]  
[Email Address]  
[Phone Number]  
[Date]

Passport Office  
[Office Address]  
[City, State, Postcode]

Dear Sir/Madam,

Subject: Application for Queensland Passport

I am writing to formally apply for a Queensland passport, as I am planning to travel internationally in the near future.

**\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Current Address: [Your Current Address]
- Occupation: [Your Occupation]

**\*\*Application Details:\*\***

I am submitting the following documents with my application:

1. Completed passport application form
2. Proof of citizenship (e.g., birth certificate/naturalization certificate)
3. Recent passport-sized photographs
4. Identification (e.g., driver's license)
5. Payment confirmation for passport fees

Please find the enclosed documents for your reference.

I would appreciate your prompt processing of my application; I am looking forward to receiving my passport before my intended travel date, which is [Travel Date].

If you require any additional information or further documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to my application.

Yours sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]